



**Winchester Public Schools
154 Horn Pond Brook Road
Winchester, MA 01890**

TO: Parents of Elementary School Students
FROM: William H. McAlduff, Jr., Superintendent
DATE: May 20, 2009
SUBJECT: OPEN ENROLLMENT

It is the policy of the Winchester Public Schools to enroll all elementary school students in their neighborhood school. However, out-of-neighborhood placement on a space available basis is allowed when no additional staffing is required, with the understanding that parents will assume responsibility for transportation and that the child's elementary school years will be completed in the out-of-district school. Principals will use the school committee's guidelines on class size to determine space availability. These guidelines are as follows:

- Grades K-2 18-20 students
- Grades 3-5 20-22 students

There will be a small number of spaces available for student transfers in the next school year as follows:

Lynch - Grade 1 (1 opening)
Vinson Owen – Grade 1 (4 openings), Grade 4 (2 openings), Grade 5 (2 openings)

All requests for open enrollment will be reviewed and whenever possible granted. Please complete a form for each child for whom out-of-neighborhood placement is requested and return the form to your child's district school principal's office no later than June 12th. Decisions on transfer requests will be made by June 30th.

Please return the lower portion of this form. Thank you.

**WINCHESTER PUBLIC SCHOOLS
WINCHESTER, MASSACHUSETTS
OPEN ENROLLMENT FORM**

Please return this form to your child's original school district principal by June 12, 2009 if an out-of-neighborhood placement is requested. Do not file this form if your child is already enrolled under the open enrollment policy at an out-of-neighborhood school.

STUDENT'S NAME _____

PRESENT SCHOOL _____ GRADE IN SEPTEMBER 2009 _____

OUT-OF-DISTRICT PLACEMENT REQUESTED AT _____ SCHOOL

In the event that my child is assigned to a school outside of his/her regular school district, I agree to the guidelines and procedures established for open enrollment: i.e., out-of-neighborhood placement shall be determined on a case-by-case basis; additional staffing is not required; parents assume responsibility for transportation; and the child shall remain in the out-of-neighborhood school for the balance of his/her elementary school years.

SIGNATURE OF PARENT OR LEGAL GUARDIAN _____

ADDRESS _____ TELEPHONE NUMBER _____